

CHAPTER 1

INTRODUCTION TO THE MILITARY STANDARD TRANSPORTATION AND
MOVEMENT PROCEDURES (MILSTAMP), VOLUME I

SECTION A. GENERAL

1. Authority. Department of Defense Directive 4000.25, subject; Administration of Defense Logistics Standard Systems, 18 November 1983 (reference a) prescribes publication and use of this regulation.

2. Purpose. This regulation provides DoD policy for the transportation and movement of materiel. MILSTAMP prescribes standard data elements, codes, formats, documents, forms, rules, methods, and procedures required by DoD Components and other U.S. Government Agencies/civil authorities in the transportation and movement of materiel to, within, and beyond the DTS. The DTS is comprised of military **controlled** terminal facilities, MAC--controlled or arranged airlift including **LOGAIR** and **QUICKTRANS**, **MSC** controlled or arranged sealift, and Government controlled air or land transportation. *

3. Scope and Applicability

a. This regulation applies to the Army, Navy, Air Force, Marine Corps, DLA, Coast Guard, GSA, TOAs, and other activities/Agencies using the DTS.

b. MILSTAMP applies to all shipments entering the DTS. Some portions of MILSTAMP such as the codes and data elements it contains and intransit data reporting **are also used** for non-DTS shipments. Requests for deviations or **exceptions to this regulation must be** processed through the DoD MILSTAMP System Administrator for approval or waiver.

4. Exclusions. There are no exclusions from MILSTAMP data/documentation requirements for shipments entering the DTS. Some shipments which might logically fit the **description** of movement in the DTS are instead covered by Service or Agency regulations. Those DTS like shipments not covered by MILSTAMP are:

a. Coal and petroleum products shipped in bulk.

b. Special Assignment Airlift Missions (SAAM).

c. Marine Corps tactical unit movements by exclusive-use surface transportation under **special arrangements** between the WCA, the **MSC**, and the Marine Corps.

5. Policy

a. MILSTAMP policy is **designed** to facilitate the exchange of logistics data between Services and Agencies. Deviations or exemptions will not be approved **unless** the user **establishes** that MILSTAMP does not provide workable methods or procedures. MILSTAMP accommodates technological im-

provements; however, prior to tests of innovative procedures within selected segments of the DTS, the MILSTAMP Administration Office and **all** Agencies concerned will be advised. **MILSTAMP** users involved in the development of advanced logistics systems will establish liaison with the DoD MILSTAMP System Administrator. In addition, Service and Agency mobility plans will recognize **MILSTAMP** documentation requirements.

b. Maximum use **is** made **of** **ADPE**, AUTODIN, and the **DDN** to speed the exchange of MILSTAMP data. Services, Agencies, and theater commands establish **COMRIs** for clearance authorities, terminals, and related activities requiring MILSTAMP data. Telecommunication precedences for transmitting MILSTAMP data are determined from the **MILSTAMP** Telecommunication Guide in figure 1-A-1.

c. MILSTAMP documents are not classified unless the sponsoring service assigns a security classification in accordance with DoD 5200. I-R, (reference b); GSA will use ADMP 1025.2, (reference c). When **so** classified, the integrity of the classification is protected within the **DTS**. Classified cargo will be protected in accordance with procedures prescribed by the provisions of references b, c, and other applicable regulations. When considering major modifications to existing or development of new transportation data/documentation **and** related information systems, it must be recognized that the movement of personnel and materiel is the prime consideration and the necessary data transmittal should not be an impediment to that effort. For the near term, any effort to provide transportation data/documentation and related information systems with classification protection must be limited to minor modifications and altered procedures that remain within and can be accommodated by existing transportation systems. For the longer term, Service unique and DoD transportation systems undergoing development or enhancement must recognize the importance of security implications. , , ,

SECTION B. ADMINISTRATION1. MILSTAMP Maintenance Responsibilities

a. The DoD MILSTAMP System Administrator administers **MILSTAMP** in accordance with the policy **guidance** of the **ASD(P&L)**. The DoD **MILSTAMP System Administrator**:

(1) Performs analysis and design functions in coordination with the Services/Agencies.

(2) Recommends system improvements and additional policies as required.

(3) Ensures telecommunications involvement during planning.

(4) Resolves issues concerning procedural matters **within 90 days** after receipt of all comments from DoD Components. When the issues involve a policy or resource determination, the DoD MILSTAMP System Administrator refers them to **ASD(P&L)** for decision. The referral includes the comments and position of the DoD Components **along with recommendations** of the system administrator.

(5) Develops, publishes, and maintains this regulation in a **current** status. This includes responsibility to:

(a) Evaluate and coordinate change proposals with the Services/Agencies and furnish a **Copy** of all change proposals to the **ASD(P&L)**.

(b) Disseminate to Services/Agencies and the **ASD(P&L)** a quarterly status review of all change proposals which have not yet been approved for publication.

(c) Assure compatibility of **MILSTAMP** procedures with those of the other **DLSS** and related DoD **logistics** task groups, prior to, final coordination with the Services/Agencies,

(d) Report to the **ASD(P&L)** the findings and recommendations of evaluations and staff assistance visits along with comments of the effected DoD Components.

(6) Reviews and coordinates with Services/Agencies all requests for system deviations and exemptions and makes recommendations to the **ASD(P&L)** based on analysis of the **justification** submitted by the requester.

(7) Establishes and chairs a **MILSTAMP** Focal Point committee of Service/Agency representatives. This committee participates in the development, implementation, and maintenance of the system. The DoD **MILSTAMP System Administrator** convenes **focalpoint** committee meetings at least quarterly and issues minutes of these meetings. Meeting schedules and agenda items are announced 30 days in advance, when possible. The minutes of these meetings fully document the proceedings and a copy is provided to each Service/Agency by the chairman.

b. Heads of participating Services/Agencies will:

(1) Designate an office of primary responsibility for **MILSTAMP** to serve as the system focal point and identify by name to the DoD **MILSTAMP** System Administrator a primary and alternate focal point representative for the **MILSTAMP** Focal Point committee. The focal point responsibilities are detailed in paragraph B.1.c. (2).

(2) Provide representation to joint **system** design and development efforts and onsite evaluations of **MILSTAMP**.

(3) Assure that all operating activities under their jurisdiction comply with this regulation.

(4) Report to the DoD **MILSTAMP** System Administrator, through their focal point, those problems, violations, and deviations which arise during system operations.

* (5) Develop and maintain TACS in accordance with DoD 4500.32-R, volume II; monitor TAC application by shippers to ensure compliance, and resolve questionable, erroneous, or missing TAC applications within 5 working days of notification by the TOA that a **TAC** is questionable, erroneous, or missing. Resolution of TAC errors is applicable: to CONUS outbound shipments only.

c. **MILSTAMP** Focal Points

(1) The following offices have been designated as focal points . . . for **MILSTAMP**:

DoD **MILSTAMP** System
Administrator

Chief
Defense Logistics Standard
Systems Office
Attn: **DLSSO-BV**
Cameron Station
Alexandria, VA 22304-6100

Army

Commander
U.S. Army Materiel Command
Attn: **AMCSM-POT**
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Navy

Commander
Naval Supply Systems Command
Attn: SUP 051D
Washington, DC 20376-5000

Air Force

Commander, Air Force Logistics
Command
HQS **AFLC/DSTT**
Wright Patterson AFB, OH 45433-5001

Marine Corps	Commandant of the Marine Corps Attn: LFT-1 Washington, DC 20380-0001
Coast Guard	Commandant U.S. Coast Guard Attn: G-FLP-1 Washington, DC 20593-0001
Military Airlift Command	Commander Military Airlift Command Attn: TRKO Scott AFB, IL 62225-5001
Military Sealift Command	Commander Military Sealift Command Attn: M53 Department of the Navy Washington, DC 20390-5320
Military Traffic Management Command	Commander Military Traffic Management Command Attn: MT-ITD Falls Church, VA 22041-5050
General Services Administration	GSA Office of Federal Supply and Services Attn: FSM Washington, DC 20406
Defense Logistics Agency	Director Defense Logistics Agency Attn: DLA-OT Cameron Station Alexandria, VA 22304-6100
Joint Deployment Agency	Director Joint Deployment Agency Attn: JDDX-SA MacDill AFB, FL 33608-6001

(2) The Services/Agencies' focal points:

(a) Serve on the focal point committee. Provide the DoD Component or **participating organization position and have** the authority to make decisions regarding procedures for **implementing** approved DoD policy.

(b) Assure continuous liaison with the DoD **MILSTAMP** System Administrator and other Services/Agencies.

(c) Evaluate all suggested system changes and **system-related** beneficial suggestions originating in that Service/Agency. When the suggestion is worthy of adoption, the focal point submits it as a change proposal to the DoD **MILSTAMP** System Administrator **as** outlined in paragraph 2a. The originating Service/Agency focal point, in accordance with DoDI 5120.16 (reference d.), determines awards for those suggestions which are coordinated as proposed system changes. Suggested changes received directly by the DoD **MILSTAMP** System Administrator are forwarded to the appropriate focal point for review and evaluation.

(d) Submit recommended change proposals to the DoD **MILSTAMP System** Administrator in the format prescribed in paragraph B.2.a.

(e) Develop and submit to the DoD **MILSTAMP** System Administrator a single, coordinated position on all proposed changes within the specified time (normally 60 days).

2. Administering Changes to the System

a. **MILSTAMP** Focal Points will submit to the DoD **MILSTAMP** System Administrator recommended change proposals providing **minimum** information prescribed by DoD Directive 4000.25 (reference a). Proposed changes will contain:

(1) A description of the concept being proposed and reasons for the proposal.

(2) Known interface and impact requirements identifying changes for coordination with other DLSS or **non-DLSS** logistics systems.

(3) A statement identifying known advantages and disadvantages of the proposed revision.

(4) proposed wording required for the **MILSTAMP** regulation.

b. The DoD **MILSTAMP** Administrator:

(1) Staffs proposed changes.

(a) All proposed changes are evaluated by the Administrator prior to staffing with the Services/Agencies. The evaluation of a proposed change includes, but is not limited to, the necessity, accuracy, validity, and urgency of the change. Benefits may be monetary savings and/or improved mission performance. Proposals which do not demonstrate significant inter-Service/Agency-benefit **are** returned to the originating Service/Agency. Proposals which do demonstrate significant benefits are formalized and forwarded to **ASD(P&L)**, the participating Services/Agencies, and the DoD System Administrators of other **DoD systems** impacted by the proposed change. When applicable, the proposed change includes the information provided in paragraph B.2.a.

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(b) **PMCLs** are consecutively numbered and normally request the Services/Agencies to provide a response within 6.0 **days**. The DoD **MILSTAMP** System Administrator must be notified prior to the due date if it cannot be met. The notification must justify the late response. Responses will indicate the implementation lead time as requested in the **PMCL**.

(2) Receives and evaluates Service/Agency responses as outlined in paragraph **B.1.a**.

(3) Establishes and disseminates implementation dates. Following resolution of the Service/Agency comments as outlined in chapter 1, paragraph **B.1.a** (3), the DoD **MILSTAMP** System Administrator prepares and distributes to the Service/Agency **MILSTAMP** Focal Points an approved letter indicating the implementation date. An interim change message **is** provided to implement changes of operational necessity.

c. The **ASD(P&L)**:

(1) Resolves issues concerning resources, policy, and requests for deviation or exemption from **MILSTAMP** which are submitted by the DoD **MILSTAMP** System Administrator.

(2) Directs changes when necessary to implement DoD policy and directs the implementation of urgent changes on a priority basis.

(3) Resolves with Service/Agency heads matters escalated by the DoD **MILSTAMP** System Administrator.

3. Publication of the Regulation

a. The regulation consists of two volumes and a unit move appendix (under **development**).

(1) Volume I contains the published DoD doctrine and establishes responsibilities, instructions, and procedures essential for exchanging transportation data/documentation on shipments moving by the DTS.

(2) Volume II contains instructions and procedures for determining and applying the TAC of the sponsoring Service or Agency.

b. The basic publication consists of chapters, sections, paragraphs, figures, and appendices.

(1) Chapters, Sections, Paragraphs, and Figures

(a) Each chapter is divided into sections, paragraphs, and Subparagraphs. The numbering system identifies the appropriate **section** followed **by the applicable paragraph number in** the chapter. Subparagraphs are **identified by lower case alphabetic** followed by numerics and **alphabetic** in parentheses and then underlined numerics and alphabetic.

Example: A.3. a.(1) (a)1 a(1) (a)

Section	-----	:	-----	:
Paragraph	-----	:	-----	:
Subparagraphs	-----	:	-----	:

(b) Pages and figures are numbered in a separate series for each section within each chapter and are numbered in sequence with Arabic numerals beginning with 1. Each page or figure number is preceded by the number of the chapter and letter of the section, e.g. , chapter 2, section A, * page 2 is numbered 2-A-2. Chapter 2, section B, figure 6 is numbered 2-B-6. * Each figure follows the text of each chapter; e.g., figure 2-B-1 follows * the text of chapter 2, section B; figure 3-C-1 follows the text of chapter 3, section C, etc.

(2) Appendices:

(a) Each appendix is divided into paragraphs and subparagraphs. The numbering system identifies the appropriate paragraph number in the appendix, Subparagraphs are identified by lower case alphabetic followed by numerics and alphabetic in parentheses and then underlined numerics and alphabetic.

Example: 1a.(1)(a) 1 a (1) (a)

Paragraph	---	:	-----	:
Subparagraph	-----	:	-----	:

(b) Pages and figures are numbered in a separate series for each appendix. They are numbered in sequence with Arabic numerals beginning with 1. Each page or figure number is preceded by the **letter of** the appendix, e.g., the second page (or figure) of appendix C is numbered C-2.

c. Publication of Changes

(1) AMCL and interim changes (IC) are published by the DoD MILSTAMP System Administrator as required. AMCLs are numbered consecutively as AMCL 1, 2, 3, etc. ICs indicate the **formal** change in which it will be published and are numbered consecutively. For example, ICS for **formal** change 1 are numbered 1-1, 1-2, 1-3, etc. All ICS remain in effect until incorporated into **formal** changes to the regulation. ICS are normally distributed by the DoD MILSTAMP System Administrator via AIG 4563 messages to Service/Agency focal points. Each Service/Agency is responsible for world-wide distribution of the changes by appropriate means within its own organization.

(2) Formal changes are published twice a year with dates of 1 February and 1 August and incorporate those **AMCLs/ICs** with implementation dates prior to the 1 February/1 August publication **date**. They are numbered consecutively and issued as full page insertions to this regulation. These changes indicate the change number on each page. If the changes alter the normal page number sequence, an explanation is included in the formal change cover letter. Changes are indicated by an asterisk in the margin. *

d. Supplementation, This regulation will not be supplemented by Services/Agencies except to provide more detailed local operating instructions required by action offices, **e.g.**, data entry instructions to cover variances in capabilities to generate, process, receive, and perpetuate **MILSTAMP** data.